



Nunez Community College Master Syllabus

BIOL 2300: Human Anatomy and Physiology I

Division:	Health and Natural Science Division
Last Revised:	September 2007
Contact Info.:	Klaus Heyer

Included only on the Master Syllabus

EVALUATION OF INSTRUCTION

Each class at the College is evaluated by the students during the semester. The instrument used allows students to comment on the instructor and his presentation of the course. The results of these evaluations are made available to the instructor after grades are complete and turned in to the Division.

The Dean of the Division or his designee visits classes to observe instructors and completes an evaluation. A copy is given to the instructor with the opportunity for the instructor to respond to the evaluation. The evaluation with the instructor's response is kept on file in the Dean's office.

Faculty members are expected to meet every class for the entire class period and to use the class time to teach the subject matter effectively.

Information Included (as a block) on the Individual Instructor's Syllabus as well

COURSE DESCRIPTION

BIOL 2300 Human Anatomy and Physiology I (0-3-1)

Detailed study of the skeletal, muscular, nervous, and integumentary systems. Prerequisite: BIOL 1100 and BIOL 1110.

REQUIRED MATERIALS

Tortora, GJ and Grabowski, SR. 2006. Principles of Anatomy and Physiology, Eleventh Edition. Harper Collins, New York.

STUDENT LEARNING OUTCOMES

1. Demonstrate a detailed knowledge of concepts in relevant areas of anatomy and physiology. Students will conceptualize information in a way that provides a foundation for future intellectual growth in the science/health fields

2. Identify structural parts of the cell, basic tissues, and integumentary, skeletal, muscular and nervous systems by name and location and correlate these structures to function.
3. Interpret various health disorders through the application of knowledge of normal structure and function.
4. Explain and analyze the relationships and interactions among the various organ systems

REQUIREMENTS FOR SUCCESSFUL COMPLETION

The most basic requirement for successful completion of this course is to come to class prepared! The student should have read the assigned material before class. Daily attendance is essential.

CONTENT OUTLINE

- A. Introduction to the human body
- B. Chemical Organization
- C. Cell Organization
- D. Tissues
- E. Integumentary System
- F. Bone Tissue
- G. Axial Skeleton
- H. Appendicular Skeleton
- I. Joints
- J. Muscle Tissue
- K. Muscular System
- L. Nervous Tissue
- M. Spinal Cord and Nerves
- N. Brain and Cranial Nerves
- O. Autonomic Nervous System
- P. Integrative System
- Q. Sensory & Motor Sys.

GRADING

Student performance should be evaluated using several examinations spaced evenly over the semester and using frequent quizzes. Other assignments should be encouraged; however, extra points should not be awarded at levels that would allow a failing student to pass the course unless they also pass the examinations. Final grades should be expressed as A, B, C, D, or F. The grade distribution ideally should resemble a bell-curve unless a special case can be defended for the particular class in question. The grading policy of the instructor must be clear to the students and must be written on the individual instructor's syllabus. In the event of a grade dispute, the policy written in the syllabus will be honored.

Here is an example of a grading policy:

The grading scale will be:

A = 90-100%

B = 80-89%

C = 65-79%

D = 50-64%

F = 0-49%.

[Curriculum-wide Policies]

ATTENDANCE

Students should read the policy on attendance in the Nunez College Catalog. Roll will be checked each class and the instructor will drop a student for excessive unexcused absences prior to the official last day to drop a course. If the instructor drops a student from the roster before the last drop date, the student will receive a "W" grade. If absences occur and/or accumulate after the last day to officially withdraw, the student will fail the course. Excessive absences usually equal to two weeks of class time. Students who arrive late to class must see the instructor after the class to have that absence removed. Students who leave class early may be counted absent for that class.

CLASSROOM ETIQUETTE

No student may create disturbances to the learning environment. Students may be warned, asked to leave class and/or referred to the Vice-Chancellor for Student Affairs or designee for disciplinary action depending on the frequency or severity of the disturbance. Entering and leaving the classroom during class time is a distraction to other students and the instructor and should be avoided. A student's need to be in constant contact with the outside world through high-tech electronic devices (beepers, cell-phones, etc...) does not supersede basic classroom etiquette, and the beeping, buzzing or ringing of these devices are definitely considered a disturbance by the instructor.

PLAGIARISM AND CHEATING

Cheating/plagiarizing is a serious offense. Webster defines plagiarism as the act of "taking and using as one's own the ideas or writings of another." Depending on the frequency or severity of a student's cheating/plagiarizing the instructor may lower the student's grade or recommend the student to the Vice Chancellor for Academic Affairs for disciplinary action.

Copyright infringement implies that the creative or intellectual product of another has been unfairly used without compensation to the individual who originally created the product. There is some allowance in the laws that regulate copyright for educational use of materials. Generally, this means that a page or two may be copied from a text or article for educational use. It does not allow extensive copying of materials. The instructor will not grade work that he/she interprets as misuse of copyrighted material.

AMERICANS WITH DISABILITIES ACT

It is the policy of Nunez Community College to accommodate students with disabilities, pursuant to federal law, state law, and the school's commitment to equal educational opportunities. Any student with a disability who needs accommodations should contact Carly Gervais in the ADA Coordinator's Office. The office is located in the Law Library, Room 1-234, telephone 278-7491 or e-mail cgervais@nunez.edu.

--